Research Training Centre (RTC) Top-Up Award for Graduate Students (MSc or PhD)

Description

The Research Training Centre (RTC) is pleased to offer a limited number of top-up awards to support graduate students at the LKSKI and KRCBS. The aim of these awards is to top up stipends for graduate students registered with the Research Training Centre (RTC) in order to help them perform research and obtain a degree through their work.

Funds Available:

The successful applicant will receive a one-time Top-Up Award of $2000 CAD. We also encourage applicants to seek external funding.

Deadlines:

- **March 20, 2026, at 5 pm EST:** Application submission deadline
- **April 2026:** Applications that meet all the requirements will be entered into the lottery.
- **May 1, 2026:** Successful applicants will be notified of the results through email.
- **May 2026:** Award winners will be notified when award payments are issued

Award Administration

The award will be paid in one amount directly to the awardee's payroll account through UHT payroll.

Eligibility to Apply (at the time of application)

This is a one-time award that will be used as a top-up to your annual stipend. Trainees can apply for this award once as MSc and once as PhD. Priority will be given to those PhD applicants who have not received a top-up award during their MSc studies.

The award is restricted to individuals who meet all of the following criteria at the time of application:

1. Applicants must be full-time graduate students at a verified university and based at St. Michael's Hospital, Unity Health Toronto (UHT).
2. Applicants must have at least 75% protected time dedicated to research.
3. Applicants' stipend must be at least **in part paid to the applicant's UHT account through UHT payroll from an SMH account of the supervisor.**
4. Applicants' primary supervisor must have a primary affiliation (appointment) at LKSKI/KRCBS as a Scientist or Investigator. Primary appointment information can be found [here].
5. Applicants who hold scholarships or fellowships ≥ $10,000 CAD/calendar year (e.g., CIHR) are NOT eligible. *Applicants who hold the Ontario Graduate Scholarship (OGS) will be considered but preference will be given to those who do not hold the OGS.
6. The applicant must have at least 3 months of graduate work completed prior to applying for this award.
7. The applicant must be registered with the RTC at the time of application. Registration can be completed [here]. If you are unsure of your registration status, please email [rtc@unityhealth.to].
8. The applicant must have demonstrated attendance and participation at RTC, SRSA, or other research institute events (i.e. 6th floor organ injury seminar series, UHT Cancer research symposium).

9. Trainees who have external scholarship applications under review can apply for this award. If you receive an external award during the Top-up award review process (by May 1, 2025) please let RTC know right away. Priority will be given to those applicants who have not received external funding.

Applications that meet all the requirements will be entered into the lottery.

NOTE: This award is subject to the top-up limits of your department.

Please review your departmental guidelines to ensure you are eligible for this award. If you have already received >$2000/year top-up on your stipend or are receiving a Tri-Agency award, you might NOT be eligible.

Application Submission > Follow [this link](#) to access the online application form.

- You will be asked to provide information about yourself
- You will be asked to upload your Curriculum Vitae (CV): Canadian Common CV (CVV) CGS-Master's Format. Instructions can be found [here](#).
- You will be asked to submit a one-page Research Project Summary
    - The summary must describe the research plan, including a short background, rationale, questions, hypothesis (if applicable), methodology, progress to date, and significance of the project.
    - The summary should not contain figures.
    - Use 12-point Times New Roman font and a 2 cm (0.8") margin all around. The header should contain the applicant's name and the section title (e.g. Research Summary).
- You will be asked to submit your University Proof of Enrollment:
    - enrolment letter, or offer of admission, or tuition payment receipt, or proof of course registration.
- You will also be asked to upload a completed and signed copy of the "Supervisor Attestation Form" below that indicates the acceptance of the conditions of the funding. Please submit the file as a PDF or Word document and name the file using the following format:
        Firstname_Lastname_RTCTop-upAward

Additional Requirements for Successful Applicants

The award recipients are expected to attend the RTC events, SRSA events, present their research at the RTC Research Day (in the form of an oral or poster presentation). Recipients are encouraged to be active in LKSKI/KRCBS trainee life.

Questions?
Contact Research Training Centre (RTC)
Email: rtc@unityhealth.to

Frequently Asked Questions

1. **Can the RTC Top-up Award be used for research expenses or towards salary?**
   The RTC Top-up Award is intended to be used for your salary and cannot be used for research work (i.e. taking courses, travel, etc.)

2. **Can I apply to the RTC Scholarship if I am a graduate student and an employee at St. Michael's Hospital?**
   Your work/research at St. Michael's Hospital must be used to satisfy the requirements of your graduate program at a recognized academic institution and under the supervision of a St. Michael's Hospital supervisor.

3. **Is this scholarship renewable?**
   No. The award is non-renewable.

SUPERVISOR ATTESTATION FORM

Instructions:
1) Please have your supervisor answer the questions in the boxes below.
2) This form should be signed and dated by your supervisor.
3) Upload a copy of this form as a PDF or Word document to your online application using the naming convention Firstname_Lastname_RTCTravelAward.

Applicant and Supervisor Information:
- Applicant Full Legal Name (as it appears on your government issued ID)*
  _____
- Supervisor Full Name _____
- Supervisor Email Address_____

Eligibility and Conditions of Receiving the RTC Top-up Award:
1. The trainee must be a full-time graduate student at a verified university and be based at St. Michael's Hospital, Unity Health Toronto (UHT).
2. Applicants must have at least 75% protected time dedicated to research.
3. The supervisor must have a primary affiliation (appointment) at LKSKI/KRCBS as a Scientist or Investigator.
4. The trainee's stipend must at least be in part paid through UHT payroll from an SMH account.
5. Trainees who hold external scholarships or fellowships ≥ $10,000 CAD/calendar year (e.g., CIHR) are NOT eligible. *Applicants who hold the Ontario Graduate Scholarship (OGS) will be considered if the RTC Top-up Award complies with the departmental top-up policies, but preference will be given to those applicants who do not hold an OGS.
6. Trainees who have an external scholarship application under review are eligible to apply. However, the RTC must be notified of any funding received by May 1, 2026.
7. Trainee must have at least 3 months of graduate work completed prior to applying for this award.
8. Applicant must be registered with the RTC. Applicants who are regular participants at RTC and SRSA events will be favored during the evaluation process.

Supervisor Attestation:
- You confirm that the trainee meets the top-up award eligibility requirements.
- You confirm that this is a trainee RTC Top-up award and NOT part of the trainee's base funding
- You are committed to supervise and fund the trainee.
- You verify that the trainee's graduate stipend is currently being paid at least in part through SMH payroll.
- You will ensure that in case of a successful application, the $2000 will be used to top-up the trainee's stipend/salary and will comply with U of T policy for the top-up. Please review the applicable department guidelines below.
  Stipend Top-up Funding Policies for:

▪ IMS	▪ Biochemistry	▪ BME	▪ IHPME
▪ Physiology	▪ LMP	▪ DLSPH	▪ RSI

- Supervisors whose trainees receive an RTC award are expected to actively participate in the work of the RTC (e.g. as a reviewer, research day judge, and by attending the seminars).

Please check off the following attestation and sign below (signature required)

☐ I hereby declare that all information given on this application is true and accurate representation to the best of my understanding.

☐ I have read the eligibility criteria listed above for the 2026 RTC Top-up Award and confirm my trainee is eligible to apply.

_____   _____   _____
Supervisor Name (please print)   Supervisor Signature   Date